

UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

Year 2 Checklist

Done	UPIPS Step	Timeline
	<i>USOE reviews Self-Assessment Report, previous UPIPS data, and desk audit results to determine if on-site visit is needed</i>	July-August, 2008
	Implement Program Improvement Plan and Corrective Action Plan activities	September, 2008-May, 2009
	Correct file errors discovered during self-assessment process	September, 2008-May, 2009
	Continue with LEA self-monitoring of files	September, 2008-May, 2009
IF ON-SITE VISIT IS NEEDED:		
	<i>USOE schedules on-site validation visit with Special Education Director</i>	July-August, 2008
	<i>USOE conducts on-site validation visit to schools/classes to validate findings of the Self-Assessment Report and summarizes data into a UPIPS final report</i>	
	Share UPIPS report with local School Board and Public	Within 90 Days of Receipt
	Submit evidence of sharing report to USOE	Within 90 Days of Receipt
	Revise Program Improvement Plan (PIP) and Corrective Action Plan (CAP), if needed, to reflect additional findings in the report that were not included in Self-Assessment	Within 90 Days of Receipt
	Submit revised PIP and CAP, if needed	Within 90 Days of Receipt
	Implement revised PIP and CAP	After receiving report-July, 2009
	Plan professional development activities to facilitate PIP and CAP	After receiving report-July, 2009
	Begin individual file correction activities for file errors identified during on-site validation visit	After receiving report-July, 2009
For ALL LEAs:		
	Submit evidence of correction of all noncompliance identified during Year 1 Self Assessment process	June 30, 2009 (within 1 year of previous report)
	Submit annual progress report on PIP and CAPs completed to USOE	June 30, 2009